

Olive View-UCLA Medical Center VACANCY ANNOUNCEMENT

UTILIZATION REVIEW NURSE SUPERVISOR I

Olive View-UCLA Medical Center, Utilization Review Department is currently seeking a highly qualified Utilization Review Supervisor I for the position of a Utilization Review Nurse Supervisor I.

POSITION INFORMATION:

As a UR Supervisor I, the role involves supervision of Utilization Review Department and Continuity of Care. This includes the organizing, planning, assigning, and evaluating of their work. You also assist with difficult insurance cases, placement problems, back up to UR Nurse, COC, appeal process at all levels, Consolidated Business Office and backup the Director of UR.

ESSENTIAL JOB FUNCTIONS:

- Assign, directs and reviews the work of personnel.
- Reviews, retrospectively, Utilization Review Records for completeness, use of appropriate codes, correctness of primary reason for admission and certified hospital days, and inclusion of all relevant supporting medical information.
- Analyses cases for referral to the physician advisor to ensure that the admission or continued stay is being questioned based upon appropriate screening criteria and standards
- Determines the need for and conduct in-service training to improve quality of admission and continued stay is appropriate.
- Prepares and analyzes reports on number and status of review..
- Monitors and evaluates operations for compliance with licensure, accreditation and regulatory guidelines.
- Performs annual evaluations for staff
- Liaison with the physician advisor for follow up on referrals

DESIRED QUALIFICATIONS:

- Strong organizational and communication skills.
- Consistently demonstrate the knowledge, skills, abilities and behavior necessary to provide superior and culturally sensitive services to staff, our patients, clinicians and each other.
- Working knowledge of computer and software application.
- Demonstrate the ability to utilize critical thinking and problem solving.
- Demonstrate the ability to utilize/apply the general and specialized practices and methods of case management.
- Ability to work independently and handle multiple assignments simultaneously.
- Excellent attendance.
- Experience with Home Health/ Case Management
- Strong skills in the use of InterQual Program

MINIMUM REQUIREMENTS:

- 3 years recent full-time experience working as in Utilization Review Nurse.
- Must be current and reachable on the Utilization Review Nurse Supervisor I certification list or currently hold the item
- One year of experience as a registered nurse providing technical and administrative supervision to registered nurses and other nursing staff.
- A current active license to practice as a Registered Nurse issued by the California Board of Registered Nursing.

Permanent Los Angeles County employees who are currently on the UR Supervisor I cert list and is in a reachable Band on the Cert. Submit your past two years performance evaluations and attendance records along with a current resume and brief cover letter by **March 31, 2015** to:

Diana Loring, RN
Olive View-UCLA Medical Center
14445 Olive View Dr. Room 6B 119-I
Sylmar, CA 91342
TEL: (818) 361-3414 FAX: (818) 364-4526

EOE/POSTED 03/17/2015

**ONLY THE MOST QUALIFIED CANDIDATES WILL BE SCHEDULED FOR AN INTERVIEW
THIS IS NOT A BULLETIN FOR CIVIL SERVICE EXAMINATION**